

Final Exam Schedule Availability

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Final Exam Schedule Availability

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm my availability for the final examination scheduled for [Insert Exam Date].

I am available during the following time slots:

- [Time Slot 1]
- [Time Slot 2]
- [Time Slot 3]

Please let me know if any of these times work for the examination, or if there are alternative slots you would like me to consider.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]